

**Board of Health
Minutes
January 14, 2014**

Call to Order: President, Betty Sullivan, called the regular meeting of the Caldwell Board of Health to order at 6:23 p.m.

Roll Call: Present: Betty Sullivan, Rhonda DeStefano, Maryann Rivera, Annmarie Snedeker, Meg Norton, John Kelley, Ann Christensen, Mike Fitzpatrick and Maria Burak.

Absent: Meg Norton.

Betty Sullivan asked John Kelley to administer the Oath of Office to the newly appointed Board of Health Members, Annmarie Snedeker and Maryann Rivera.

Announcement of the Presiding Officer: President, Betty Sullivan, stated that adequate notice of the meeting had been given by posting the notice on the bulletin board and in writing to all official newspapers and to all persons requesting notice.

Approval of Minutes: Betty asked that the Board review the minutes of the December 10, 2013. A motion was made by Annmarie Snedeker and seconded by Maryann Rivera to approve the minutes. All agreed. It was decided that we would go into Executive Session after next meeting to approve the minutes of the Executive Sessions and special meetings.

Any Citizen wishing to be heard: There was no response to this call of action.

Reorganization of Committee: Betty Sullivan stated that we needed to reorganize the Board of Health. Betty turned the meeting over to Rhonda DeStefano, Chairperson of the Nominating Committee. Rhonda nominated Betty Sullivan for President. She then opened the nominations to the floor. There being no other nominations, and Betty accepting the nomination, the Board elected Betty Sullivan by acclaim to the position of President of Board of Health. Rhonda opened up nominations for Vice President to the floor. Ann Marie nominated Rhonda DeStefano for Vice President. There being no other nominations, and Rhonda accepting the nomination, the Board elected Rhonda DeStefano to the position of Vice President of the Board of Health. Rhonda nominated Maria Burak as Secretary of the Board. She then opened the nominations to the floor. There being no other nominations, and Maria accepting the nomination, the Board elected Maria Burak to the position of Secretary to the Board of Health. Rhonda turned the meeting over to President Betty Sullivan.

Betty asked the Board to review the meeting schedule for 2014. A motion was made by Maryann Snedeker and seconded by Ann Christensen to approve the 2014 meeting schedule as presented. Due to Veterans Day, there is no meeting scheduled for November. If there is a need, Maria will call a Special Meeting of the Board. All agreed. Betty asked the Board to review and adopt the By-Laws for 2014. Rhonda DeStefano updated the By-laws and added an additional section on Member Conduct: Conflict of Interest. A change was made by Mike Fitzpatrick to change page 2 to read REHS instead of Health Inspectors. A motion was made by Maryann Snedeker and seconded by Ann Christensen to approve the adoption of the By-Laws for the Board of Health as amended. All agreed.

Old Business: In Old Business, Maria stated that the Health and Animal Control Contracts have been sent to the Mayor and Council for approval and signature. At this time, we are waiting for Bloomfield to return the signed contracts. Betty asked if Serenity applied for their Massage License. Maria stated that our ordinance states that massage can only be 25% of the business use. Therefore, her business does not conform to our ordinance. However, that falls under the Zoning Department not Health Department.

New Business: Maria presented seventeen food license applications for review and approval as listed on the agenda. A motion was made by Maryann Rivera and seconded by Annmarie Snedeker to approve all of the applications listed. All agreed. Maria presented ten public establishment license applications for review and approval as listed on the agenda. A motion was made by Maryann Rivera and seconded by Annmarie Snedeker to approve the 2014 Public Establishment Licenses listed. Maria presented one Day Care License for approval. It was Kiddie Kampus. A motion was made by Maryann Rivera and seconded by Annmarie Snedeker to approve Kiddie Kampus' 2014 Day Care License. All approved.

In other new business, Maria stated that the Rabies Clinic will take place on February 8, 2014 from 1:00 – 2:30 at the Caldwell Firehouse. In addition, Betty stated that she received an e-mail from a member of the Caldwell Community Center regarding cleaning of the locker rooms. Maria will check with Rob regarding the cleaning schedule of the Community Center.

Health Report: Mike presented the health report for December 2013. He reviewed all health complaints as well as inspections that took place during this time. A question was raised regarding giving our Home Baked Goods at school and if there was a law governing this at the State level. Mike will look into this with the State Health Department.

Adjournment: The meeting adjourned by acclamation at 7:29 p.m. The next meeting will be on February 11, 2014 at 6:15 p.m.

Submitted by: Maria Burak